

ARMY NATIONAL GUARD TECHNICIAN ANNOUNCEMENT NON-BARGAINING UNIT



**HUMAN RESOURCES
OFFICE**
Washington National Guard
Building 33, Camp Murray
Tacoma, WA 98430-5130

Announcement number

10-118-ANG

Opening Date

17 September 2010

Position Title, Series & Grade

Human Resources Specialist (Benefits), GS-0201-7/9

PD Number:

80518E00

**APPLICATIONS WILL BE ACCEPTED UNTIL 4:30
ON:**

4 October 2010

SEE NOTE

Location of Position:

J1/HRO
Camp Murray, WA

Baseline physical

☐ Is required within 30 days of employment per OSHA regulation and NGB*

☒ Is not required

*This physical will be used to determine fitness and eligibility for continued employment

Salary Range:

\$41,390 PA to \$53,811 PA

\$50,628 PA to \$65,812 PA

Website address:

http://mil.wa.gov/jobs/federal_job_ops.shtml

APPOINTMENT FACTORS

Area of Consideration

☐ **Area A - Nationwide Excepted:**

Anyone eligible for immediate enlistment and/or commissioning in the Washington Army and/or Air National Guard.

☒ **Area B - In-state Excepted:** All participating members of the Washington Army and/or Air National Guard, including in-service technicians that are not covered by the bargaining unit, and indefinite employees.

☒ **Area C - In-service Excepted:** All permanent Washington Army/Air National Guard Excepted and Competitive bargaining unit civil service employees, and members with excepted technician re-employment rights to the Washington Army/Air National Guard.

☐ **Area D - In-service Competitive:** All presently employed permanent competitive technicians, and members with competitive technician re-employment rights to the Washington Army/Air National Guard.

CURRENT BARGAINING UNIT STATUS

☐ Bargaining Unit

☒ **Non-Bargaining Unit**

Appointment Factors:

☐ Officer ☒ **Enlisted** ☐ Warrant Officer

☐ NDS (Competitive)

☒ **Permanent** ☐ Indefinite*

Military Assignment & Grade Requirements

AFSC: 3S0X1

Applicants need not be assigned to the position or possess the MOS/AFSC to apply or be considered for selection. Selected applicant must be assigned to a compatible Military position and attain MOS/AFSC within 1 year of appointment action.

Military Grade Available:

MSgt - SMSgt

Please note: Grade Inversion will not be permitted TPR 300 (302.7, change 8 para c)

Permanent Change of Station

- ☒ PCS expenses are not authorized ☐ PCS expenses are authorized
☐ PCS expenses may not be authorized, however a waiver may be considered if determination is made that payment of PCS expenses would be in the best interest of the Washington National Guard.

AGR announcement

This position is also being offered to currently/in-house AGRs. See Military Vacancy Announcement [TBD](#).

Minimum Requirements for Consideration

General Experience: Experience, education, and/or training which provided the candidate with a good understanding of administrative methods for accomplishing the work of an organization. This experience must reflect the ability to analyze problems, problem solve, work as a team, and to communicate effectively with others. Human Resources or experience with personnel actions preferred.

Specialized Experience: **GS-07:** Must have **12** months of specialized experience which demonstrates possession of knowledge, skills, and abilities (KSAs) and personal characteristics that are necessary to the successful performance in this position. An IDP will be provided, and completion will enable promotion to GS-09 without further competition. **GS-09:** Must have **24** months of specialized experience which demonstrates possession of knowledge, skills, and abilities (KSAs) and personal characteristics that are necessary to the successful performance in this position.

Other Requirements: Must have or be able to acquire a **Secret** security clearance. All Soldiers, civilian employees and contractor employees who drive Army-owned or leased vehicles must complete the Army Avoidance Course (AAC) training when they start working for the Army/Air Guard.

The following Selective Placement Factors (SPFs) will be considered in the evaluation process

Element I – Ability to communicate orally.

Element II – Ability to apply the fundamental principles, concepts, techniques, and guidelines of personnel management.

Element III – Skill in gathering information and data for preparing reports.

Element IV – Ability to prepare written guidelines.

Element V – Ability to work closely with related agencies or departments in resolving issues related to accomplishment of mutual concerns or problems.

Element VI – Ability to analyze directives, and apply sound management to establish personnel programs for a specific activity.

SUMMARY OF DUTIES

This position is located in the Human Resources Office (HRO). The primary purpose of the position is to provide technical, procedural and evaluative assistance in the area of employee benefits for both Army and Air National Guard organizations. Accomplishes work through the use of an automated personnel system. Provides technical guidance and procedural assistance to managers, supervisors, and employees in executing a variety of employee benefits programs, which may include workers' compensation, retirement, health and life benefits, Thrift Savings Program (TSP), performance management, leave administration, administrative duties, etc. Assists in administering the retirement programs for technicians desiring to retire under any of the retirement systems. Provides technical guidance and assistance to management and employees on additional benefit programs such as Long Term Care Program, Mass Transportation Program, etc. Composes letters or summaries relating to a variety of employee benefit matters. Recommend changes to operating policies and procedures. Develops, modifies, and conducts presentation of basic and/or refresher training in employee benefit procedures such as workers' compensation, retirement, TSP, etc. May serve in the absence of the higher graded specialist. Performs other duties as assigned.

Employment Conditions

1. Technicians are paid through direct deposit/electronic funds transfer.
2. Males born after December 31, 1959, must be registered with the Selective Service Systems to be employed by the Federal Government.
3. Military Technicians are ineligible for enlistment, retention, and student loan repayment bonuses. Acceptance of a Technician position will terminate these incentives.
4. Military Technicians in the excepted service will wear the appropriate uniform while performing as a Technician.
5. Veteran's preference does not apply to National Guard Technician positions in accordance with Title 32 USC 709 (f)

Only the work Experience and Qualifications/Education you show on the OF612, Resume or SF 171 and SPFs can be used to evaluate your qualifications for this position. Carefully read and comply with instructions contained on the required forms.

HOW TO APPLY

1. Individuals who meet both the General and Specialized experience requirements may apply by submitting the following forms:
 - MIL Form 175 "Application for Technician Vacancy"
 - MIL Form 174 "Chronological Listing of Military Service"
 - OF 306 "Declaration for Federal Employment"
 - SF 181 "Race and National Origin Identification"
 - SF 256 "Self-Identification of Handicap"
 - Response to Selective Placement Factors (SPFs). Response to the SPFs is critical to the evaluative process.
 - One of the following:
 - a) OF 612 "Application for Federal Employment"
 - b) Personal Resume, or
 - c) SF 171 "Personal Qualification Statement". Whatever form is used, please only list experience related to the position you are applying for. IT IS CRITICAL THAT YOU LIST DATES (MM/YY) OF YOUR EXPERIENCE.
 - Crediting National Guard Experience: National Guard service may be credited as full-time experience when evaluated against the qualification requirements for a military technician position. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND DUTIES MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. The level of experience will be determined by the actual duties and responsibilities performed.

(Please note: Complete and accurate data is essential to ensure fair evaluation of candidates. It is the applicant's responsibility to ensure the data is provided, accurate, and complete. Only the experience and qualifications you show on the OF 612, Resume, or SF 171 can be used to evaluate your qualifications for this position).

**To obtain forms online go to: http://mil.wa.gov/jobs/federal_job_ops.shtml

****Mail or Hand Deliver** forms to: HRO Attn: Staffing Section
Building 33, Camp Murray
Tacoma, WA 98430-5130

(Faxed and Scanned copies will not be accepted)

2. **INCOMPLETE APPLICATIONS or those received after the closing date WILL NOT BE CONSIDERED AND WILL BE RETURNED.**

***Documents requiring a signature must be turned in with the original signature and date, including the Personal Resume.**

3. College Transcripts MUST be submitted for professional positions or when substituting education for experience.
4. Applications will not be returned. Please make a copy of your application prior to submitting it to HRO.
5. **EQUAL OPPORTUNITY:** This position will be filled without regard to race, color, religion, age, gender, or any other non-merit factor consideration, selection, and placement of applications will be in accordance with Washington National Guard Placement & Merit Promotion Plan, WAARNG Regulation 690-4/WAANG Instruction 36-1010.

For additional information: HRO STAFFING SECTION
Phone (253) 512-7835
DSN 323-7835